



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Indiana School Superintendents  
Charter School Administrators  
Accredited Nonpublic & Freeway School Administrators

**FROM:** Karla Carr, Manager of Data Collection and Reporting  
Division of Educational Information Systems

**SUBJECT:** Remaining Data Collections for School Year 2006-07

**DATE:** February 2, 2007

A summary of the remaining data collections for the remainder of the 2006-2007 school year are provided on the following pages. All related data collection information, including a direct link to the Student Test Number (STN) Application Center, is available via the STN home page at [www.doe.state.in.us/STN](http://www.doe.state.in.us/STN).

For your convenience, key data collection information is highlighted below. Please share this information with the appropriate data management staff in your corporations and schools.

### **Data Collection Periods**

Each data collection will be accessible during a specific time window, or *collection period*. The STN data collection calendar provides the due dates for each of the three types of collection periods described below.

- **Trial Collection Period** – this time period applies only to collections that are new or have changed significantly. All other data submissions begin with the formal collection period.
- **Collection Period** – the time period when the data are due. Data submitted during this period are subjected to validation checks including duplicated/conflicting data with other corporations/schools, comparison of data reported over time and comparison of data between collections.
- **Signoff Period** – the time period when all data have been verified as accurate/final by the superintendent (or designee) on behalf of the corporation/school. Signoff is submitted electronically via the STN Application Center unless otherwise noted as requiring a signed paper copy (e.g. Membership). Please note that once a collection closes and signoff is complete, the data are considered final by the state and additional changes/corrections will not be accepted.

### **Data Collection Layouts & Reports**

The STN home page includes a **data layout** for each collection containing the due date, data codes, explanations, definitions, field specifications, file requirements, references, common scenarios and other information specific to each collection. The data layouts also identify the school types (public school, charter school, freeway school, or accredited nonpublic schools) that are required to submit each report. In addition, **summary**, **comparison** and **conflict reports** are available in the STN Application Center (see Message Center) for each corporation/school and should be reviewed by the person responsible for certifying the accuracy of the data before the collection period closes.

### **Additional Information**

If you have additional questions related to the data collection process, please contact the Department of Education's STN Support Team via e-mail at [stn\\_support@doe.state.in.us](mailto:stn_support@doe.state.in.us) or by phone at 317-232-0808 or 800-527-4931. As always, your assistance in ensuring timely and accurate data reporting is appreciated.

## Remaining Data Collections for 2006-2007 School Year

### **STN Lookup Data (DOE-STN) – Due 15<sup>th</sup> of each month during school year**

Students new to the state will require an STN number assigned by the reporting school or corporation. Students transferring to your schools will require a lookup in the application center to obtain the STN number already assigned. Students enrolling in kindergarten will require a lookup in the Application Center, since an STN was required for ISTAR and pre-kindergarten programs. Obtaining the correct STN number for the student is very important for reporting data throughout the student's educational experience. *The collection window is available at all times.*

### **Language Minority and Immigrant (DOE-LM) – Due no later than March 16, 2007**

The purpose of this data collection is to gather student information on language minority and immigrant students enrolled **from February 1, 2007 through March 16, 2007**. An interactive input screen is available to submit the data and to report "No Language Minority Students" for one or more of your schools. An additional item of information is being requested this year, "Time in Program for Limited English Proficient" student. *The collection window opens February 1, 2007 and will be available until March 16, 2007.*

### **ISTEP+ Barcode Labels for Retest Takers (DOE-ISTEPBAR) – Due no later than Noon Feb 20, 2007**

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2006-2007 retest cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the SIQ Student Information Questionnaire. *The collection window opens February 2, 2007 and will be available until noon on February 20, 2007.*

### **Special Education Participant Count (DOE-SE) – Due April 2, 2007**

The purpose of the data collection is to gather student information pertaining to exceptional learners. Count each student that is receiving instructional services from your school on April 2, 2007. *The collection window opens April 2, 2007 and will be available until April 30, 2007.*

### **Membership (DOE-ME) – Due May 1, 2007**

This data collection gathers the Average Daily Membership (ADM) counts taken on May 1, 2007. This is the third required collection and will be used for informational purposes. The Office of Financial Management, Analysis, and Reporting have provided written instructions concerning ADM. A copy of these instructions can be found on the STN home page under Letters and Memorandums. **The final report should be signed and returned at the close of day on May 20, 2007.** *The collection window opens May 1, 2007 and will be available until May 20, 2007.*

### **Student Residence Report (DOE-SR) – Due May 1, 2007**

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School. Count each student that is receiving instructional services from your school on **May 1, 2007. Only Charter schools are required to report this data.** *The collection window opens May 1, 2007 and will be available until May 20, 2007.*

### **Certification of Instructional Days (DOE-CID) – Due June 1, 2007**

New development of this application is underway to consolidate the school calendar and the certification of instructional days. The certification of instructional days is used on the DOE-AT Attendance calculation. More information will be posted on the STN Home page and STN listserv when available. *The collection window opens June 1, 2007 and will be available until June 15, 2007.*

### **Additional Student Information (DOE-AD) – Due June 5, 2007**

The purpose of this data collection is to gather student-specific information to complete the information on student groups such as gifted and talented, homeless and students with shortened day during the school year. All student records are not due until **the end of the school year** but for your convenience, the interactive input screen, data file transfer and reports will be available when the *collection window opens the end of January 2007 and will be available until June 5, 2007 or five (5) days after the end of the school year.*

### **Suspensions (DOE-EXSU) – Due June 11, 2007**

The purpose of this data collection is to gather data on those students that were suspended or expelled as a form of

disciplinary action during the 2006-2007 school year. Please note the following: If a student is suspended for any portion of the school day; it is to be counted as a full day of suspension. If the student is suspended during a scheduled ½ day instructional day, it is to be counted as a full day of suspension. **If a student is expelled for using firearms the length of expulsion is one year; any modified days (less than the one year) of expulsion will require verification along with a description of the firearm.** The option to report the description and verify the modified days is available in the Application Center. *The collection window will open June 11, 2007 and will be available until October 31, 2007.*

#### **Attendance (DOE-AT) – Due June 12, 2007**

Attendance data are to be submitted via the Application Center as a file transfer for each student in each building in attendance during the 2006-2007 school year except for Pre-Kindergarten and Post-High School. The **trial collection period** will open earlier this year and will provide the opportunity to resolve conflicts with other districts before the closing of the school year. We encourage all schools to submit data during this period to ease the burden of fall reporting. The **collection period** begins **June 12, 2007** until will last until **July 2, 2007** or five (5) business days after the last day of school for students. *The collection window opens June 12, 2007 and will remain open until existing conflicts are resolved.* Conflicts occur when two or more schools report overlapping attendance dates for the same student. The **sign off period** will not occur until **October 2, 2007**. This attendance information is utilized for several purposes, including calculation of Adequate Yearly Progress (AYP).

#### **Title I (DOE-TI) – Due July 9, 2007**

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2006-2007 school year. A signature page will be required for this collection to be signed by the Title I Coordinator and the person(s) responsible for submitting data to the state. *The collection window will open July 9, 2007 and will be available until September 28, 2007.*

#### **Alternative Education Programs (DOE-AL) – Due July 13, 2007**

The purpose of this data collection is to gather the data on students in Alternative Education Programs for 2006-2007 school year. This collection is new to the Application Center and has previously been collected by aggregated counts. All student records are not due until **July 13, 2007** but for your convenience, the interactive input screen, data file transfer and reports will be available when the *collection window opens the end of January 2007 and will be available until July 23, 2007.*

#### **Student Dropout and Mobility Report (DOE-DM) – Due September 29, 2007**

Dropout data and mobility data are to be submitted via the Application Center as a file transfer or by the data “input” screen for each dropout and mobile student. The DOE-DM Report contains student dropout and mobility information for students enrolled in the 2006-2007 school year. Each student is counted one time only. Dropout and mobility information should be reported for students that leave prior to the end of the school year or for students that do not return by October 2, 2007. Specific codes and explanations on dropouts and mobility are included in the data layout. The trial collection period starts September 29, 2007. This information is utilized for graduation rate and the Annual Performance Report. *The collection window will open September 29, 2007 and will be available until October 31, 2007.*

*NOTE – The “GED Recipient” screen in the Application Center can assist dropout/mobility tracking by identifying students under the age of 21 who earned a GED.*

#### **Graduates (DOE-GR) – Due October 2, 2007**

The purpose of this data collection is gather student information on the graduates of the 2006-2007 school year. *The collection window will open October 2, 2007 and will be available until October 31, 2007.*

#### **Homebound/Hospitalized (DOE-HB) – Due December 1, 2007**

The purpose of this data collection is gather information on students that receive instruction at home or at a hospital due to injury or illness at any time during **December 2, 2006 – December 1, 2007**. An interactive input screen, data file transfer, and summary reports will be available in the Application Center before the end of January 2007. Students whose illness or injury overlapped into December 2, 2006 should be reported with a beginning date of December 2, 2006 for the 06-07 collection period. *The collection window will open the end of January 2007 and will be available until December 1, 2007.*